

Pete Ricketts, Governor

ADDENDUM TWO QUESTIONS and ANSWERS

Date: December 18, 2015

To: All Bidders

From: Teresa Fleming/Michelle Thompson, Buyers
AS Materiel State Purchasing Bureau

RE: Addendum for Request for Proposal Number 5165Z1
to be opened January 13, 2016 at 2:00 p.m. Central Time

Questions and Answers

Following are the questions submitted and answers provided for the above mentioned Request for Proposal. The questions and answers are to be considered as part of the Request for Proposal. It is the Bidder's responsibility to check the State Purchasing Bureau website for all addenda or amendments.

<u>Question Number</u>	<u>RFP Section Reference</u>	<u>RFP Page Number</u>	<u>Question</u>	<u>State Response</u>
1.	IV.C.2.j	34	Under what circumstance(s) is mailed notification required? Please specify the type of notification and the receiving party. Is notification to the referral source sufficient for all approvals? For mailed notices, what method of postage is required (e.g., first class, certified, etc.)?	Mail notification to the client and/or guardian/legal representative is required whenever a denial is issued. Notification via web-based system is sufficient for all approvals. For mailed notices, certified mail is required.
2.	IV.C.2.c and g	33	Please clarify the State's requirements regarding the qualifications of the Level II reviewer. What credentials are required of the Contractor's staff	The State's requirements will remain as stated in Section IV. Project Description and Scope of Work, C. Project Requirements 2. LEVEL II EVALUATION REQUIREMENTS c. and g.

			for Level 2 reviews of the ID, RC and MI population?	
3.	IV.D.1.e	38	How many denials and appeals of NF services were there in fiscal year 2014 and 2015?	The number of denials is unknown as DHHS does not collect this information from the current Contractor. There were not any appeals during fiscal years 2014-2015.
4.	IV.F.1	40	What is the content of the files the State expects to be transmitted to MLTC? Please provide file layout and the mode of transmission.	The content that the State requires at a minimum to be transmitted to MLTC consists of the following: <ul style="list-style-type: none"> • Recipient Number • Name • PASRR Level • SSN • Date of Birth • Referral Date • Determination Date • End Date • Outcome Code • Level of Care Indicator Via Secure File Transfer Protocol
5.	IV.G	42	How many CMS reports were requested and completed in 2015? What was content of these reports?	The State has not requested any CMS reports in 2015.
6.	IV.G	42	Is this on-site assistance with State staff? If not, please clarify participants and length of interaction.	Yes.
7.	Section D, 1.a.i	37	This states that “The contractor will establish incoming lines and a web-based system to coordinate activities and to provide efficiency and timeliness.” Do they want a web-based system to track every call along with the outcome? Can they	Telephone calls should be logged on the web-based system according to client PASRR activity including the outcome. The current contractor logs related client PASRR determined information, including the outcome, in the client history in their web-based system.

			provide some further details in regards to the web-based system as it pertains to the Telephone systems?	
8.	-	-	The requirements state that the providers will be performing the Level 1 screening. Will they be doing this via the web-based system requested in the RFP, or are there existing forms we will need to work with and import? Will the forms continue to be used when this goes live using a web-based system?	The Level 1 screen will be completed via the web-based system using the form indicated in Attachment B.
9.	1 A.	1	Would the State consider extending the RFP response deadline to allow additional time to adequately include the answers to these questions in the response?	See Addendum One – Revised Schedule of Events
10.	3. EE	18	Is a performance bond required for this contract?	Yes. See Section III. EE. Performance Bond.
11.	-	-	What is the value of the current PASRR contract? How much has the state allocated for this procurement?	Value of current PASRR contract for FY16 - \$1,097,953.85 FY15 - \$670,000.00 FY14 - \$670,000.00 FY13 - \$981,000.11 Spend for FY16 to date (through 11/15) - \$430,831.50 FY15 - \$749,829.90 FY14 - \$616,115.20 FY13 - \$598,689.10 The State is required to provide

				PASRR services and does not have a specific allocation amount.
12.	Cover page	Cover page	<p><i>Bidder should submit one (1) original of the entire proposal. Proposals must be submitted by the proposal due date and time.</i></p> <p>Please confirm that the Department is asking for only one hard copy of the proposal and no electronic copies.</p>	Confirmed.
13.	III.F-3	10	If the Contractor has all other required coverage amounts listed, would the State accept an Umbrella/Excess Liability over primary insurance of \$4,000,000 per occurrence instead of the requested \$5,000,000?	Bidder(s) should indicate exception(s) through the Reject & Provide Alternative within the RFP response for the State's consideration.
14.	III.I	11	If the Contractor uses individual clinicians as independent contractors to perform the on-site assessments and they are reimbursed per evaluation at a fee-for-service rate, with no guaranteed volumes, would these individuals be considered subcontractors? In this situation, the Contractor also would maintain sole responsibility for fulfilling all deliverables for the entire contract, including all requirements associated with completing the on-site assessments.	Yes.
15.	III-EE	18	Page 18, Section EE indicates that a \$250,000 performance bond is required by the Contractor. Should this	The performance bond should not be submitted with the proposal. The performance bond is required from the awarded bidder prior to Contract

			bond be included with the proposal submission, or can it be sent after the Contractor is awarded?	execution.
16.	General		Please identify the agencies that submitted questions for this RFP.	In order to protect the integrity of the RFP process, the vendor(s) who submitted questions will not be provided.
17.	Attachment B	Level I Screening Form	The form provided in the RFP for Level I screens is a proprietary and copyrighted screening form developed by the current vendor. Please clarify the expectation that bidders must develop and submit a Level I screening form for this project that does not infringe upon the copyright of the current vendor.	Per Section IV, D. Business Requirements, 1, g Internal Review Process for Monitoring the Integrity of Data Provided Through PASRR: i. The bidder's proposal should include a sample of the forms and documents used for Level I and Level II reviews.
18.	General	N/A	The department has previously contemplated a more expedited turnaround than the current 7 business days. The RFP continues the requirement of 7 business days. Please clarify whether the Department intends to maintain that requirement as part of this scope of work.	Section IV. Project Description and Scope of Work, C. Project Requirements 1. LEVEL I IDENTIFICATION SCREENING REQUIREMENTS e. is hereby amended from 7 days to 3 days. Section IV. Project Description and Scope of Work, C. Project Requirements 2. LEVEL II EVALUATION REQUIREMENTS i. is hereby amended from 7 days to 3 days. Section IV. Project Description and Scope of Work, C. Project Requirements 2. LEVEL II EVALUATION REQUIREMENTS n. iii. is hereby amended from 7 days to 3 days. Section IV. Project Description and Scope of Work, G. Reporting Requirements and Technical Assistance, Quarterly Report of Level I Screenings and Level II Evaluations is hereby amended from 7 days to 3 days.

				Section IV. Project Description and Scope of Work, G. Reporting Requirements and Technical Assistance, Level I Screenings and Level II Evaluations is hereby amended from 7 days to 3 days.
19.	General	N/A	If the Department maintains the 7 business day requirement, is the department intending to employ more restrictive turnaround requirements for specific types of providers under this scope of work (e.g., such as hospital providers). If so, please specify whether those expectations.	Refer to Question #18.
20.	III.PP	22	<p><i>All proprietary information the bidder wishes the State to withhold must be submitted in a sealed package, which is separate from the remainder of the proposal, and provide supporting documents showing why such documents should be marked proprietary.</i></p> <p>To improve ease of proposal review on behalf of the Department, would the Department considering allowing submitters to submit a redacted and non-redacted (full) proposal rather than excerpting the redacted sections altogether?</p>	No, refer to Section III. Terms and Conditions, PP. Proprietary Information.
21.	IV.D.1.g-i	39	Is page 39, sub-item g referring to the vendor's	Both.

			quality review forms or Level I/II protocols?	
22.	IV.D.1.g-i	39	If page 39, sub-item g is referring to the vendor's quality review forms does the Department also request that the Level I and II forms be submitted with the proposal?	Yes
23.	General	N/A	There are different approaches to PASRR. Some vendors use 1-3 evaluation tools, collecting minimum evaluation data, and end the process with a 1-2 line authorization that 24.NF admission can occur (rather than with a summary report). Please confirm that the desired content of the final summary is an actual report describing the individual's service and support needs and containing more than check box authorizations for NF admission.	The final summary report should contain more than check box authorizations for NF admissions. It should also contain the actual report describing the service and support needs and the outcome description indicating that the individual requires/does not require NF level of care.
24.	D.1.g.ii—ii.c	39	Page 39, sub-item g-ii.c requires 5% sampling of mental health decisions only. In the past, the Department has asked that both the MI and IDD evaluations be subject to the 5% sampling. Please clarify whether the IDD sampling is also an expectation/requirement.	Section IV. Project Description and Scope of Work, D. Business Requirements. 1 g. ii – ii.c. is hereby amended to include the IDD and Related Condition sampling.
25.	I. Scope of Services Requested, A	1	The RFP indicates a start date of 5/1/16 through 6/30/17, an initial contract period of 14 months. Please confirm.	Confirmed.
26.	I. Scope of Services Requested, A.	1	The RFP indicates a contract award date of 4/18/16 and a start date of 5/1/16, a two-week	The anticipated implementation timeframe is from 5/1/16 to 6/30/16. It is the expectation that the

			period. There is also a contract finalization period of 2/3/16-4/1/16. Please provide clarification on the expected implementation time frame.	vendor's system be fully operational for all aspects of the RFP effective July 1, 2016 including testing of file transfers.
27.	I. Scope of Services Requested	1	Does the State of Nebraska anticipate that the PASRR function will be incorporated into the MLTSS program that is contemplated?	Yes, the State will require PASRR functions to be performed per Federal regulations as part of the MLTSS program.
28.	I. Scope of Services Requested	1	Will the selected vendor for the PASRR program be precluded from the subsequent LTSS procurement?	The State cannot make this determination at this time.
29.	III.EE Performance Bond	18	Please confirm that the Performance Bond described in this item is to be supplied by the selected contractor upon award. If it is to be included as part of the proposal submission, where in the proposal should it be placed?	Refer to Question #15.
30.	IV.B. Project Environment, Item 4	31	What is the expected timing of the approval from CMS and implementation of the expanded definition of "specialized services" to include community-based services?	Unknown at this time.
31.	IV.C. Project Requirements Item 1.c.	32	Would the State consider using an RN or a LCSW (vs. an LPN) in the Level I screens to determine if there is a need for a Level II referral?	No.
32.	IV.C. Project Requirements Item 1.e.	32	In reference to the statement "Contractor will respond to all Level I screens within two (2) to six (6) business hours", please confirm that this requirement is intended to	Section IV. Project Description and Scope of Work, C. Project Requirements 1. LEVEL I IDENTIFICATION SCREENING REQUIREMENTS e. is hereby amended to remove the word "business".

			exclude weekends and State holidays?	
33.	IV.C.2 Level II Evaluation Requirements	33	Attachment B-PASRR Forms appears to contain only Level I forms. Can a copy of the Level II evaluation form please be provided? Please indicate if the state prefers the vendor provide the Level II evaluation forms as part of its proposal and where in the submission they should be included.	Refer to Section IV, Project Description and Scope of Work, D. Business Requirements g. i. and should be included in the Technical response
34.	IV. D. Business Requirements Item 1.b.	37	Please provide the volume of calls currently managed annually for the PASRR program.	Currently, the State does not receive this data and this data was not available at the time of the RFP posting. This data may be requested in the future from the awarded bidder.
35.	IV. F. Technical Requirements Item 3.d.	40	Is there expected to be a data download of historic PASRR evaluations, or will the incoming vendor have access to a period of historic PASRR evaluations to avoid duplication of services previously provided?	Yes, there will be a data download of historic PASRR evaluations, and yes, the incoming vendor will have access to the historic PASRR evaluations to avoid duplication of services previously provided.
36.	IV. G. Reporting Requirements and Technical Assistance	41	To maintain the list of all licensed NF and hospitals in the state of Nebraska, does the Contractor have access to the provider Medicaid eligibility files? If yes, how often is an update of eligible providers available?	No, the Contractor will not have access to the provider Medicaid eligibility files. To obtain this information, a roster of licensed and certified NF as well as licensed hospitals is available through the DHHS Public Health Website: https://www.nebraska.gov/LISearch/search.cgi .
37.	IV. G. Reporting Requirements and Technical Assistance	41	What is the average number of facilities receiving assistance from the current vendor annually? What is the number of provider training that is done annually on-site and/or via webinar?	Refer to the NF roster available on the DHHS Public Health Website: https://www.nebraska.gov/LISearch/search.cgi The number of provider trainings will vary depending on changes in regulations and trends in performance of providers.
38.	IV. G.	41	Will the reporting	No. The required dates are listed in Section IV. Project

	Reporting Requirements and Technical Assistance		requirement timing be modified as the first term of the contract is a 14-month period?	Description and Scope of Work, G. Reporting Requirements and Technical Assistance and others are upon request. Level I and II determinations will begin on July 1, 2016.
39.	IV. G. Reporting Requirements and Technical Assistance	42	What is the number of ad hoc reports requested annually by the State?	The number varies annually. During 2015, approximately 10 reports were requested.
40.	IV. G. Reporting Requirements and Technical Assistance	42	Regarding the On-site technical assistance requirement once every two years. Can you please provide information regarding to whom the on-site assistance is provided? Does this involve a single entity or multiple entities? If multiple entities, what are the number and location (i.e., county or other identifiable geographic area) of those entities?	The onsite assistance is provided to State representatives from Medicaid, Behavioral Health, and Developmental Disabilities located in Lincoln, Nebraska.
41.	V.C. Payment Schedule	47	Is the invoicing noted in this section the same as that described in Section III. II (page 19 of the RFP)? If not, please elaborate.	Yes.
42.	Attachment A		What is the volume of PASRR level II evaluations by county or other identifiable geographic area?	Refer to Question #34.
43.	N/A	N/A	Who is the current vendor?	Ascend Management Innovations
44.	N/A	N/A	What is current contract spend for last three years?	FY13 - \$598,689.10 FY14 - \$616,115.20 FY15 - \$749,829.90
45.	I.A.	1	Is it to be understood that the contract will be awarded on 04/18/16 with a start date of 05/01/16 and at that time the	Refer to Question #26.

			vendor's system must be fully operational for each aspect noted in the entire RFP? An implementation timeframe of about two weeks does not seem feasible for a new Contractor.	
46.	IV.B.3.	30	The RFP states that Specialized Services are commonly provided in inpatient settings. Are Specialized Services ever provided in a nursing facility setting in Nebraska?	Specialized Services are currently defined in the RFP Section IV. Project Description and Scope of Work, B. Project Requirement 3.
47.	IV.C.1.b.	32	Outside of the Level I screening, what types of documents are used to rule out MI prior to a Level II evaluation?	Any documentation deemed necessary by the Contractor should be used to rule out MI prior to a Level II evaluation.
48.	IV.C.1.c	33	Has DBH and LTC considered allowing QMHPs and QIDPs to conduct Level I screening reviews and Level II evaluations? These individuals have significant and specialized expertise but may have credentials other than RN or LPN, which may focus on medical implications more so than behavioral health or intellectual/developmental disabilities.	Per Section IV. Project Description and Scope of Work, C. Project Requirements 1. LEVEL I IDENTIFICATION SCREENING REQUIREMENTS c. RNs and LPNs are allowed to evaluate Level I screenings. Per Section IV. Project Description and Scope of Work, C. Project Requirements 2. LEVEL II EVALUATION REQUIREMENTS QIDPs and/or licensed psychologists, LMHPs, and RNs with psychiatric experience may conduct Level II evaluations.
49.	IV.C.2.g.	33	Does the psychologist need to be licensed in the state of Nebraska?	The psychologist must be licensed in the state where they are practicing.
50.	IV.C.2.g.	33	Must the board certified psychiatrist be licensed in the state of Nebraska?	The psychiatrist must be licensed in the state where they are practicing.
51.	IV.C.i.	34	May we please have a copy of a sample PASRR	The format required must meet the most current Federal rules and regulations with evaluative

			evaluation determination in the state's current format?	<p>criteria specified in 42 CFR 483.134 and 483.132 and in a format agreed upon by DHHS DBH and MLTC.</p> <p>Level I format is attached in Attachment B. Bidder should provide the Level II evaluation determination in the proposal response.</p>
52.	IV.D.f.ii.a	38	Will the vendor be completing the written determination summaries and distributing them to the applicable parties for the state?	Yes.
53.	V.A.2.i and j	45-46	If the bidder intends to contract with field-based professionals to conduct Level II evaluations, are these staff considered subcontractors? Also, if the bidder is not the incumbent it may not have all individuals identified for these positions prior to submitting the proposal. Would the State accept job descriptions for Level II evaluator, with staff to be hired during implementation?	<p>Yes, staff is considered subcontractors.</p> <p>It will be the Contractor's responsibility to fulfill the requirements of the RFP and its subsequent award.</p> <p>The State will accept job descriptions in lieu of resumes.</p>
54.	V.A.3.a	46	By "Development Approach," does the State mean approach to implementation? If not, please explain what information should be in this section.	The developmental approach should include how the Bidder proposes to satisfy the requirements of the RFP.
55.	V.A.3.c	46	Please provide additional information about content expectations for the "Technical Considerations" section.	The technical approach should include how the Bidder proposes to meet the technical requirements as specified in the RFP.
56.	Attachment A		What was the volume of negative Level II evaluations (meaning upon evaluation, it was found that the individual did not meet the definition	See Attachment A - Paper/Halted/Discontinued. This includes MI, ID and RC.

			for MI for all three fiscal years)?	
57.	Attachment A		What was the volume of determinations for Specialized Services for all three fiscal years?	The State is not currently requiring the Contractor to submit this data.
58.	1.A	1	Please clarify the period of performance	Refer to Question #26.
59.	4.C.1.a	31	<p>Section 4.C.1.a. indicates Level 1 screening must be done “before Nursing Facility Admission”. However, Section 4.C.1.b states the screening is done “at the time of Nursing Facility Admission”. Please clarify.</p> <p>Will the Nursing Facilities be allowed to notify the vendor of the need for a Level 1 screening <i>after</i> the individual has come through their doors? If so, what is the time frame requirement for the facility to notify the PASRR vendor?</p>	<p>A Level I evaluation must be completed before an individual is admitted to a nursing facility to determine whether there is an indication or diagnosis of mental illness, mental retardation or a related condition, or a dual diagnosis.</p> <p>If the screening has not been completed prior to admission, it must be completed in order to receive funding from Medicaid.</p>
60.	4.C.1.e	32	<p>Section 4.C.1.e. indicates the Contractor will accept Level I information by electronic submission only. However, Section 4.D.1.b outlines requirements for phone and faxing information. Please clarify.</p> <p>Business hours are identified as M-F, 8:00am – 5:00pm.</p> <p>How will Holidays be handled?</p>	<p>Level I forms must be submitted via electronic submission only. Phone and faxing capabilities are required in order to assist providers and for submission of required additional documentation.</p> <p>Bidders should describe in the proposal how holiday coverage will be handled.</p>
61.	4.C.2.g	33	Should the psychologists and psychiatrists	Refer to Questions #49 and #50.

			performing the final Level II evaluation summary be Nebraska licensed?	
62.	4.C.2.g	33	Is there a standardized Level 2 Form required for use?	Refer to Question #51.
63.	4.C.2.m	36	Is there another vendor that does the level of care determinations for Nebraska Medicaid members entering facilities? If so, how would the outcome of those determinations be communicated with the PASRR vendor for consistency in applying level of care criteria?	Level of care determinations for PASRR purposes are performed by the Contractor when a Level II determination is completed. The criteria used in this determination is located in NAC 471 Chapter 12 section 12-003.
64.	5.B	46	Define what you consider to be the components in the phrase “component costs of the fixed price proposal”.	Costs are to include all of the requirements as set forth in this RFP as indicated on the Cost Proposal.
65.	Cost sheet	PASRR Cost Proposal	Please explain what you require for the “Total Fixed Cost” column heading shown in the bottom right corner of the report. Are you wanting a total fixed cost summary of the individual extended cost items, or are you wanting our cost estimate for Design/Implementation of our web-based application. If it is the latter, then do you want a total of all program costs to be shown somewhere on the report.	The “Total Fixed Cost” is for the cost of the Design/Implementation of the Web-Based Application. No, totaling the program costs do not need to be shown on the Cost Proposal.
66.	Cost sheet	PASRR Cost Proposal	Cost covering what time period do you want included in the “Total Cost” column of the cost sheet Table A, and do you want separate cost totals for option years 1, 2 and 3 to be reported in	Total fixed prices for each deliverable category must be indicated in the Cost Proposal. Please see Section III. SS. Prices regarding price increases. Prices offered will remain firm for the initial contract period and first

			our cost proposal?	optional renewal period.
67.	Cost sheet	PASRR Cost Proposal	Do you expect yearly activity volumes to increase in option years 1, 2, and 3? Will fixed contract prices be renegotiated if review type volumes exceed the preprinted estimated yearly activity levels on the Cost Sheet	It is difficult to anticipate either an increase or decrease in activity volumes. Fixed contract prices will not be renegotiated. Please see Section III. SS. Prices regarding price increases.
68.	Attachment A		Volume information reported in Attachment A reflects a relatively stable number of Level 1 screenings over the last three state fiscal years. However, the volume of Level 2 screenings has increase by over 29% during that time period. Does the state anticipate the trend of increasing Level 2 screening volume to continue during the new contract? Please provide the volume of Level 1 and Level 2 screenings we should anticipate each year of the contract.	The Level I screening tool was revised which was related to the increase in Level II screenings. The State cannot anticipate the volume of Level I and Level II screenings each year at this time.
69.	N/A	General Question	Will there be a process to follow-up with Nursing Facilities to assure they initiate the required PASRR after exempted days have expired? For example, an <i>individual admitted to the Nursing Facility after a Hospital stay was allowed 120 days Convalescent Care (where the PASRR was not required upon admission), now 120 days are over and the member remains in the NF.</i> <ul style="list-style-type: none"> Will the NF be accountable in this situation to 	Bidder should propose a process that will notify providers when time frames have ended and the PASRR is due. Nursing facilities are ultimately responsible for completing

			<p>initiate the PASRR?</p> <ul style="list-style-type: none"> • Will there be repercussion if this is not done timely, or not done at all? • Will there be a mechanism for the Contractor that triggers when these time frames have ended and the PASRR is due? 	<p>PASRR referrals.</p> <p>Please refer to 471 NAC Chapter 12 for repercussion concerning untimely or not completed PASRRs.</p> <p>Bidder should propose a process that will notify providers when time frames have ended and the PASRR is due.</p>
70.	N/A	General Question	When an individual transfers from one NF to another NF, we assume the initial PASRR results would accompany the person to the new facility (rather than completing another PASRR at the second facility). Please clarify the state's expectations in this situation.	Please refer to 471 NAC Chapter 12.
71.	N/A	General Question	Is the scope of work in this RFP similar to the activity performed by the current PASRR vendor? Please describe any significant differences.	Bidders should provide a proposal response which meets the requirements of this RFP.
72.	N/A	General Question	Please provide the amount of money paid to the current PASRR vendor during the last state fiscal year.	<p>\$749,829.90 was paid to the current PASRR Contractor for FY15.</p> <p>Refer to Question #44.</p>
73.	N/A	General Question	Does the state have an expected contract value or maximum budget for the new PASRR contract? If so, please provide that information.	The State does not have a predetermined budget for these services.

This addendum will become part of the proposal and should be acknowledged with the Request for Proposal.